CONDENSED RULES

FOR AN

# AUTHOR AND TITLE CATALOG

---

PREPARED BY THE

COOPERATION COMMITTEE

OF THE

AMERICAN LIBRARY ASSOCIATION, 1883

REVISED BY THE

ADVISORY CATALOG COMMITTEE, 1902

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ISSUED BY THE

LIBRARY OF CONGRESS

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY DIVISION
JULY, 1904

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# INTRODUCTION.

The condensed rules for an author and title catalog, of which a revision is here presented, were prepared by a committee[1] of the American Library Association appointed September 5, 1877. The full text of the rules was first submitted at the Buffalo conference in 1883,[2] printed in full in the proceedings of that year (Library journal, 8: 251–254), and reprinted in Cutter's Rules for a dictionary catalog. The importance of some uniformity in cataloging practice has therefore from the beginning been fully recognized by the Association. The compilation and issue of the A. L. A. rules have not, however, prevented considerable divergence in the practice even of libraries which have been organized subsequent to 1883.

One of the first questions to be considered by the Publishing Board of the American Library Association when cooperative cataloging had come prominently to the front and had finally resulted, at the Montreal meeting of June, 1900, in definite action by the Association, was the means of introducing more uniformity into the size and style of type, the catalog cards, and the rules governing entries. As soon as the agreement had been consummated between the Publishing Board and the Library of Congress whereby the Library was to supply printed cards for current books, beginning, if possible, with January 1, 1901, the appointment of the present Catalog Committee was decided upon.

The work so far accomplished by this committee can be summarized briefly as follows: Immediately after its appointment, about the middle of December, 1900, it was instructed to inquire into the type and style of entry in use at the Library of Congress, to recommend such modifications as might seem necessary, and, further, to consider the catalog rules in force—mainly the points on which American libraries had failed to reach an agreement. In order that the issue of printed cards from the Library of Congress might begin with the calendar year 1901, the committee agreed that for the time being the type and style of entry in use at the Library of Congress should be accepted, with a few slight modifications.

No meeting of the committee could be held before March, 1901. The points to be then first considered were those affecting typog-

[1] C. A. Cutter, A. R. Spofford, S. S. Green, J. N. Dyer, L. E. Jones.
[2] C. A. Cutter, S. H. Scudder, C. B. Tillinghast, committee.

raphy and form of entry, and the following recommendations were agreed upon and submitted:

(*a*) The entire heading to be printed in 12-point heavy-faced type, exceptions being made for titles, explanatory phrases, etc.

(*b*) The author's name or heading to be printed on a line by itself.

(*c*) Title to be printed in 12-point.

(*d*) The imprint to be in Roman type.

(*e*) Series note to be printed at the end of the collation.

(*f*) For collation, notes, and contents, the largest type that the 32-size card will permit is to be used, and if the 8-point type is the largest, to use that.

(*g*) The position of the collation and series note to be on a separate line immediately after the date and preceding the other notes.

(*h*) Notes to be placed before contents.

The term "collation" is here used to cover that part of the description which follows the imprint date—viz, vols., pages, illustrations, maps, plates, etc., and size.

It was decided that the A. L. A. rules printed as Appendix I to Cutter's Rules for a dictionary catalog, edition of 1891, should be made the basis for further consideration, particularly those sections which had been included in "disputed points" submitted by the Cooperative Committee of the A. L. A. at Montreal in 1900.

The result of these deliberations was embodied in the report to the Publishing Board presented at the annual meeting of the Association at Waukesha in July, 1901. The Publishing Board, in accepting the report, gave further instructions to continue the work and to cover the whole ground of the catalog rules. It was also agreed that the Library of Congress might print the rules when they should be sufficiently advanced to warrant it.

The difficulty of securing a full attendance of the committee has necessarily delayed the work of revision. But there is an increasing demand by the libraries subscribing for the printed cards issued by the Library of Congress for a statement which shall embody the main points in the rules and indicate where the Library of Congress differs from them in its practice. Under these circumstances it has been deemed best to issue, as a temporary expedient, an advance edition. While answering to some extent the immediate needs of the libraries interested, it is hoped that it may also serve as a basis for the further consideration of those rules on which there is still disagreement, and especially to facilitate suggestions and criticism on the part of librarians who take an interest in the advancement of cooperative cataloging and the drawing together of the main systems of rules now followed by American libraries.

The committee has been anxious, so far as lay in its power, to bring about conformity between its revision of the A. L. A. rules, the new (4th) edition of Cutter's Rules for a dictionary catalog, as well as the contemplated new edition of the Library school rules. It was felt that if these codes could be brought into harmony a considerable advance would have been made towards a uniform cataloging practice. It is believed that the printing of this temporary edition will materially assist in furthering such agreement.

In the revision the order of the original edition has been closely followed, the main changes being the extension of the rules covering corporate entry and the omission for the present of any rules on capitals and arrangement. Reference is made in the first case to the Library of Congress rule printed as an appendix; in the second to Cutter's Rules for a dictionary catalog, 4th edition.

The present committee agrees with that of 1877 in allowing some alternatives and in recommending some exceptions. It believes that in certain cases discretion should be left to the individual library. A public circulating library, for instance, may prefer to enter freely under authors' pseudonyms, where a large reference library would tend towards entry under the real names, if known. The rule to enter a society under the first word not an article or serial number of the corporate name will be applied differently by different libraries. It was our aim in this matter to lay down a governing principle indeed, but yet to make exceptions in favor of entry under the place when we thought that the great majority of readers would remember the name of the place rather than the name of the institution. When an institution is closely associated with a certain locality by its buildings, or for other reasons, and when its name is not sufficiently distinctive to be easily remembered, entry under the place has been prescribed. Indeed, the feeling with which the committee have acted throughout may be expressed in a quotation from the 4th edition of Cutter's Rules for a dictionary catalog:

"The convenience of the public is always to be set before the ease of the cataloger. In most cases they coincide. A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by. But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public's habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them, even if they demand a sacrifice of system and simplicity. That [the committee has] always understood the public's views, estimated correctly its power of changing them, and drawn the line in the right place between

a conservative regard for custom and a wish to lead the public towards a desirable simplicity and consistency is too much to assume; but [we] have at least always looked for the reasons on both sides."

As these rules can only give a brief outline, we are glad that the 4th edition of Cutter's Rules substantially agrees with them, and we hope that the forthcoming edition of the Library school rules may be brought into approximate conformity with them. It would then be possible, in the final edition, to refer to these codes whenever a fuller or more detailed statement should seem advisable.

The committee realizes that if it is to be in some measure successful in its labors it must secure the cooperation of librarians. Criticism, comment, and suggestions will therefore be most welcome. The issue of the final edition will depend largely upon the assistance which librarians are able to render in this respect.

The rules to which special attention is called and where criticism and suggestions will prove specially helpful are:

9. Entry of publications issued by Government department or bureau.

The committee is anxious to have a full expression of opinion on the alternatives suggested.

25. Enter academies under the first word not an article or a titular designation.

This rule may seem a radical departure from previous practice in American libraries, but it was adopted in view of the varying preferences on this point, and in order that the libraries subscribing for the printed cards might be enabled the more readily to arrange the cards to suit their individual preferences.

Alternatives of arrangement might be suggested as follows:

(*a*) Prefix the name of the place where entry under this is preferred.

(*b*) Fill out the abbreviation and enter under Königliche, Reale, etc.

The abbreviation of the designations as well as ignoring the same in arrangement are in line with the best bibliographic practice of continental Europe.

39. Dissertations.

Special attention is called to *earlier* dissertations.

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*August, 1902.* ALICE B. KROEGER, *Secretary.*

# A. L. A. RULES WITH MODIFICATIONS OF THE COMMITTEE.

## ENTRY.

1. Enter books under the *surnames* of authors when ascertained. In case of works or editions published anonymously the heading is to be inclosed in brackets. Add the note "Published anonymously," or "Anonymous edition," when it is desirable to emphasize the fact.

2. Enter *anonymous* books, the names of whose authors are not known, under the first word of the title not an article. A motto or the designation of a series may be neglected when it begins a title, and the entry may be made under the first word of the real title following.

3. Enter the *Bible* or any part of it (including the Apocrypha) in any language, under the word "Bible." Treat in like manner the Talmud, Koran, and other sacred or well-known anonymous books.* Refer from the names of the editors, translators, etc.

*This rule covers national and popular epics, such as Edda, Niebelungenlied, Reynard the fox, etc.

4. Enter under *initials* of authors' names when these only are known, the last initial being put first, unless the typography or evidence from the book itself shows that the surname is represented by one of the preceding letters.

5. Enter under *pseudonyms* of writers when the real names are not ascertained.

6. A *pseudonym* is also to be used instead of the surname when an author exclusively uses his pseudonym on the title-pages of his books and is much better known by his assumed than by his real name. Put both names in the heading. In case of doubt, use the real name.

The Library of Congress restricts entry under the pseudonym to a few specific cases, e. g., George Eliot, George Sand. Only one name is given in the heading, the other appearing either in the title or in a note.

7. Enter *collections* under the name of the collector unless they are better known by the title, or, like periodicals, are to be indefinitely continued.

Examples of collections which are usually to be entered under the title are: Encyclopedias, almanacs, series, the various collections of Monumenta, Scriptures, Collectanea, and Anecdota. Under the collector are entered anthologies, chrestomathies, collections of legends, tales, proverbs, etc.

8. Enter under names of *countries, cities, towns,* etc., official publications issued by them or under their auspices. Such publications are to be arranged under subdivisions, e. g., *King, Congress, Department,* etc.

9. Enter *Government bureaus* or *offices* subordinate to a department directly under the country, not as sub-headings under departments.

The inversion of the names of bureaus and departments—e. g., Education, Bureau of, or Education bureau—has not as yet been adopted by the Library of Congress. At present the heading is printed: **U. S.** *Bureau of Education.*

The following alternatives are being considered (for U. S. documents only):

(*a*) Bureau of **Education** (to be arranged under education).

(*b*) Education bureau (the practice of the Superintendent of documents).

(*c*) Education, Bureau of.

The Library of Congress further arranges many of the divisions and sections under the bureaus or departments of which they form a part, e. g.:

**U. S.** *Department of Agriculture. Division of botany.*

**U. S.** *Bureau of Animal industry. Dairy division.*

**U. S.** *Library of Congress. Division of documents.*

10. Enter under the writer *reports* made to a department by a person who is not an official. When several persons make the report the department may be considered as editor.

11. Enter *laws* on one or more particular subjects, whether digested or merely collected, under the digester or collector, with added entry under country.

Digests of the opinions rendered by a particular judge or court are also to be entered under the digester, with added entry under the judge or court.

12. Enter *congresses* of several nations under the name of the place of meeting, with references from the nations taking part in them and from any name by which they are popularly known.

13. Enter *treaties* under the first party named on the title-page, with added entry under the other, with a reference from the name of the place when the treaty is commonly called by that name, and from any other usual appellation.

14. Enter a *society* under the first word (not an article or serial number) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established, if it is often called by that name.

15. Enter *societies* extending through many lands, or having authorized names in many languages, under the English form of the name, unless (*a*) no publications have appeared in English, in which case they are to be entered under the name of the society in the language in which most of the publications have appeared, e. g., Internationale erdmessung.; Comité international des poids et mésures; Congrès international des Américanistes; or (*b*) no publications have appeared in English, but successively in various foreign

languages, in which case that name is to be selected by which the society is best known.

16. Enter *international meetings, conferences, congresses* of private persons, under their English name, the same exceptions applying as under 15.

17. Enter *orders of knighthood*, both those of medieval times and their honorary modern equivalents, under the significant word of the English title, e. g., Malta, Knights of.

It is better to enter the American Knights Templars and other regular Masonic bodies under the heading Freemasons.

18. Enter *colleges* of an English university and the professional schools of an American university under the university's name. Professional schools with a distinctive name may be entered under that name, particularly if they are situated at a distance from or for other reasons are less closely connected with the university of which they form a part. Examples are American medical schools which, originally independent, have later affiliated with or become departments of a university.

19. Enter *college libraries* and local *college societies* under the name of the college; but the Bodleian library may be put under Bodleian. *Intercollegiate societies* and *Greek-letter fraternities* should go under their names.

20. Enter *alumni* and *alumnae associations* under the name of the school or college.

21. Enter *American public schools* under the name of the city or town maintaining them, whether they have an individual name or not.

22. Enter *guilds* under the name of the city, with subheading for the name of the trade, e. g.:

Bristol. Merchant tailors.

London. Clockmakers.

23. Enter *bodies* whose legal name begins with such words as Board, Corporation, Trustees, under that part of the name by which they are usually known.

24. Enter the name of a *firm* under the family name rather than the Christian name, and do not fill out the forenames, e. g., Appleton, D., & co., not Appleton, Daniel, & co.

25. Enter *academies* under the first word not an article or a titular designation (K. K., R., I., etc.)

Abbreviate at the beginning of the names of societies and institutions the titular words Herzoglich, Impérial, Kaiserlich, Königlich, Reale, etc.: Herzogl., I., K., K., R., etc., and disregard these titles in arrangement except in cases where they form the distinguishing part of the name, e. g., Berlin. Königliche bibliothek; Stockholm. Kongliga bibliotheket.

The word "royal" in the names of English societies is not to be abbreviated.

26. Enter *institutions, galleries, hospitals, charitable institutions, libraries, museums,* etc., under the place, except those having decidedly "individual" names (as those named from persons, or with names derived from other proper nouns).

Ex.: Boston. Museum of fine art.
Boston. Home for indigent women.
but Corcoran gallery. Washington.

27. Enter *universities,* galleries,* etc., called merely Imperial, Royal, National, and the like, under the name of the place, except the National gallery in London.

*The full corporate names of the universities of continental Europe are little used even in official literature and are hence practically unknown. Entry is therefore made under the place followed by the simple form of name in current use, e. g.:

Christiania. Universitet, (with reference from Konglige Frederiks universtitet).

Heidelberg. Universität, (with reference from Grossherzogliche Ruprecht-Karls universität zu Heidelberg).

Kiev. Universitet, (with reference from Imperatorskiĭ universitet Sviatago Vladimira).

28. Enter *American state universities, state historical, agricultural,* and *medical societies,* and *state libraries,* whether supported by the state or not, under the name of the state.

29. Enter *expositions* under the name of the place where they are held.

Ex.: Chicago. *World's Columbian exposition,* 1893.
New Orleans. *World's industrial and cotton centennial exhibition,* 1884–1885.
Buffalo. *Pan-American exposition,* 1901.
Philadelphia. *Centennial exhibition,* 1876.

30. *Observatories* are to be entered under the name of the place, except that (*a*) university observatories are to be entered under the university, and (*b*) any observatory having an individual name by which it is generally known may be entered under that name, e. g., Lick observatory, Yerkes observatory.

31. Enter *churches* under the name of the place. A few cathedrals generally known by some other name, as St. Paul's, London, may be entered under their names.

32. Enter *monasteries* and *convents* under the place, unless better known by the name.

The Library of Congress enters freely under their names the monastic institutions of the middle ages. In the case of modern Catholic institutions the rule is to enter under the place, with exceptions when the name is decidedly better known.

33. Enter *national banks* designated merely by number under the name of the place.

34. Enter *benevolent, moral,* or similar *societies,* which are purely *local,* under the place.

35. Enter *Young men's Christian associations, mercantile library associations,* and the like under the place.

36. Enter *private schools,* having no distinctive name, under the name of the proprietor, and *private libraries* under the owner.

37. Enter a *periodical* under the first word (not an article or serial number) of its title. (See also Appendix II.)

38. Enter *commentaries* accompanied by the full text of the work under the name of the author commented on, unless the typographical disposition of the text clearly indicates its intended secondary position, e. g., in footnotes, ( ), etc., to elucidate the commentary, or when the text is insignificant as compared with the commentary; in these cases the entry should be made under the name of the commentator. In doubtful cases the reading of the title-page shall decide the entry. (See Cutter's Rules, 4th edition, § 14.)

39. *Modern dissertations.* Enter dissertations after 1800 under the respondent, excepting for universities where the old custom was kept up after 1800 (e. g., the Swedish, and of the German particularly Tübingen). If two respondents are named without a praeses, and without designating the author, make entry under the first and added entry under the second.

*Earlier dissertations.* Enter dissertations published previous to 1800 under the praeses as praeses.* Make an added entry under the respondent when he is known to be the author or is so named in the dissertation. The word "praeses" or "respondent" shall be added in the heading.

*Treat in the same way dissertations of the universities where the old custom was kept up after 1800, e. g., the Swedish and Finnish universities, and of the German particularly Tübingen.

40. Enter reports of *civil actions* under the name of the party to the suit which stands first on the title-page, with added entry for the other parties. Reports of *crown* and *criminal proceedings* are to be entered under the name of the *defendant; admiralty proceedings* relating to vessels, under the name of the *vessel. Decisions* are to be entered under the court making them, with reference from the judge. A plea printed separately is to be entered under the lawyer who makes it.

41. The heading for a *joint author* entry, including correspondence, is to be the name of the first author. The names of the others are to be given in the title when there are three; if more than three, it is better to give them in a note or in contents.

42. Enter *noblemen* under their highest titles, unless the family name or a lower title is decidedly better known.

43. Enter *ecclesiastical dignitaries*, except popes and sovereigns, under their surnames.

44. Enter *sovereigns*, other than Greek or Roman, *ruling princes*, *popes*, *friars*, *persons canonized*, and all other persons known only by their first name, under this first name. *cp.* 47.

45. *Oriental writers* (to be submitted).

46. Enter *married women* and other persons who have changed their names under the best known form.

Library of Congress rule: Enter married women under the last form unless an earlier form is *decidedly* better known. The entry shall consist of (*a*) husband's surname and (*b*) her own name, the maiden name, when known, to be enclosed in curves, e. g.:

Hopkins, *Mrs.* Sarah (Drake) Garretson.
Stowe, *Mrs.* Emily Howard (Jennings)
Soyaux, *Frau* Frieda (Schanz)
Gasparin, Valérie (Boissier) *comtesse* de.

Women known under husband's name are to be entered as follows: Hinkson, Katherine (Tynan) "*Mrs.* H. A. Hinkson.' Cross reference to be made from the latter form.

## HEADINGS.

47. In the heading the names of authors are to be given in full and in their *vernacular* form,* except that (*a*) Greek authors of the classic period are to be entered under the Latin form of the name; (*b*) certain medieval names and also several from the renaissance and reformation periods are to be entered under the Latin form when this is more generally known; (*c*) popes are to be entered under the Latin form of the name.

*Names of sovereigns are to be treated according to this rule. Exceptions are made in Oriental names.

*Forenames* not used by authors and not represented by initials on the title-pages of their works shall be omitted.

When in such cases it is deemed safer to retain the full name the following form of entry may be adopted, e. g., Levasseur, Emile *i. e.* Pierre Emile.

The *modified vowels* a, o, u, in whatever language they may occur (German, Swedish, Danish, Hungarian, and Finnish), are to be written as on the title-page, but to be arranged as ae, oe, ue, aa, etc. (See Cutter's Rules, 4th edition, § 235.)

48. English, French, and Belgian surnames beginning with a *prefix* (except the French de and d' and Belgian de, d', van, van der, van den, ten, and ter) are to be entered under the prefix; in other languages, under the word following.

*Naturalized names* are to be treated by the rules of the nation adopting them.

49. *Compound* names are to be treated according to the usage of the fatherland of the author (English ones to be entered under the last part of the name, foreign ones under the first part); but if it be known that the author's own treatment differs from the general usage of his country his treatment is to be followed.

50. *Designations* are to be added to distinguish writers of the same name from each other. *Dates* of birth and death are to be added in all cases whenever practicable.

51. *Prefixes* indicating rank or profession of writers may be added in the heading when they are part of the usual designation of the writers.

52. The words "*junior*" and "*senior*," or their abbreviations, if generally used by the author as a part of his name, are to be used in the heading.

53. Names of *places* are to be given in the English form. When both an English and a vernacular form are used in English works, the vernacular is to be preferred, e. g., Dauphiné rather than Dauphiny.

## TITLES.

54. The title proper is to be an *exact transcript* of the title-page, neither amended, translated, nor in any way altered, except that mottoes, repetitions, and matter of any kind not essential may be omitted and the omissions indicated by three dots (. . .) The titles of books especially valuable for antiquity or rarity are to be given in full, with all practicable precision. The phraseology and spelling, but not necessarily the punctuation, of the title are to be exactly copied.

The Library of Congress usually gives the title in full, including the author's name, the punctuation of the title-page being generally followed.

55. Any *additions* needed to make the title clear are to be supplied and enclosed by brackets; such additions are to be very brief and in the language of the title. When the additions require more space, they are to be given in the form of a note, the latter to be in English unless consisting of a foreign quotation from the book or from other authorities.

In the printed cards of the Library of Congress square brackets [ ] are used only to indicate matter inserted by the cataloger. When brackets actually occur on the title-page, angle brackets ⟨ ⟩ are used for the purposes of distinction.

56. Books in more than one volume (not periodicals) are, as a rule, to be cataloged by the *title-page of the first volume*, subsequent changes being explained in notes or contents.

57. Of *titles* and *title-pages* in different languages, use the one that alone is in Roman characters. When both or neither are in Roman, use the one in the original language. Mention in a note the unused title.

The Library of Congress prefers, in case of Greek classics with a Greek and Latin title on one title-page, to give both.

58. The *edition* is to be considered as a part of the title. It is to be given in the language of the book and in the order of the title-page, except that customary abbreviations may be used.

59. Titles in characters other than Roman or Greek may be *transliterated.* The *language* or languages in which a book is written are *to be stated* when the fact is not apparent from the title. *Translate* in a note all titles not in the Romance or Teutonic languages.

60. The Committee has decided to postpone for the present any definite decision on *capitals.* For a brief statement showing the present practice of the Library of Congress see App. I.

## IMPRINT.

After the title are to be given—

61. The *place* of publication.

62. After the place of publication the place of printing may be given, if different. This is desirable only in rare and old books or when of special significance for other reasons, e. g., London, N. Trübner [Colombo, S. J. A. Skeen, print.] Paris, Dentu [Guernsey, Impr. universelle]

63. The *publisher's* name (place and publisher's name in the language of the title).

64. In books *privately printed* the name of the printer or the press is to be followed by the abbreviation "priv. print." before the date.

65. The *year* as given on the title-page, but in Arabic figures, except in cases where the form in which it appears on the title-page is characteristic of a special edition or otherwise worthy of note. Dates other than those of the Christian era to be given as on the title-page, followed by the date of the Christian era in brackets. When there is no imprint date, it is to be added in brackets, and if uncertain to be given approximately, e. g., [189–?], [189–], [1892?]. In the case of books frequently reissued without date or printed from plates bearing date of earlier (first) edition (publications of Warne, Routledge, Lévy frères, Hachette, etc.) the fact is to be stated in a note giving date of first publication of that edition.

66. The *year* of copyright or actual publication, if known to be different, in brackets, and preceded by the abbreviations "c.," "pref.," "pub.," colophon, etc., as the case may be.

COLLATION.

67. The number of *volumes*, or of *pages* if there is only one volume.

68. The number of *pages* is to be indicated by giving the last number of each paging, separating the numbers by a comma. The addition of unpaged matter may be shown by a +, or the number of pages, ascertained by counting, may be given in brackets. When there are more than three pagings it is better to add them together and give the sum in brackets. Preface or introductory paging is to be given in Arabic or Roman figures, according to the book.

69. *Illustrations*, *plates*, *portraits*, *maps*, etc. Give *number* of plates, maps, etc., when the number is easily ascertained.

70. *Size* is to be given in *centimeters*.

Library of Congress rule: "Give height of book (of cover in bound books) in centimeters, exact to one-half centimeter, e. g., if exact height be

| | |
|---|---|
| 169mm. (16.9cm.) | write 17cm. |
| 170mm. (17cm.) | 17cm. |
| 171mm. (17.1cm.) | 17cm. |
| 172mm. (17.2cm.) | 17cm. |
| 173mm. (17.3cm.) | 17½cm. |
| 174mm. (17.4cm.) | 17½cm. |
| 175mm. (17.5cm.) | 17½cm. |
| 176mm. (17.6cm.) | 17½cm. |
| 177mm. (17.7cm.) | 17½cm. |
| 178mm. (17.8cm.) | 18cm. |
| 179mm. (17.9cm.) | 18cm. |

etc., etc.

When books are 'narrow,' 'square,' or 'oblong,' or otherwise of very unusual size, give both dimensions, e. g.:

17 x 10cm. (a narrow book)
17 x 14cm. (a square book)
17 x 28cm. (an oblong book)."

On the printed cards space is provided to the right of the number for the insertion in manuscript of the letter or fold symbol.

71. The name of the *series* to which the book belongs is to be given in parentheses after the collation.

72. The *imprint* and *collation* are to give the facts, whether ascertained from the book or from other sources; those which are usually taken from the title (place, publisher's name, and series) are to be in the language of the title, corrections and additions being inclosed in brackets.

73. The words "illustrations," "plates," "portraits," etc., are to be abbreviated. All information in collation is to be given in English.

### CONTENTS AND NOTES.

74. Notes and contents of volumes are to be given when necessary to describe the works properly, the notes to be in English unless consisting of foreign quotations from the book itself or from other sources.

### MISCELLANEOUS.

75. A single *dash* or *indent* indicates the omission of the preceding heading; a subsequent dash or indent indicates the omission of a subordinate heading or of a title.

76. A *dash* connecting numbers signifies "to and including"; following a number it signifies "continuation."

77. A *question mark* ? following a word or entry signifies "probably."

78. *Brackets* inclose words added to titles or imprints or changed in form. (See also note to 55)

79. *Arabic figures* are to be used rather than *Roman.* In headings Roman numerals (in small capitals) are to be used after the names of sovereigns, princes, and popes.

80. *Abbreviations.* Lists of abbreviations may be found in—

Library journal, 3: 16–20; 12: 187–192; 16: 141.
Simplified Library school rules, p. 71–77.
Cutter's Rules, 4th edition, appendix VI.
Instruktionen für die alphabetischen kataloge der preussischen bibliotheken und für den preussischen gesamtkatalog. Berlin, 1899. p. 56–59.

81. *Arrangement.* See Cutter's Rules for a dictionary catalog, 4th edition, § 235–274.

# FURTHER MODIFICATIONS PREPARED BY THE COMMITTEE.

(From Public Libraries, June, 1904. Pages 279–280)

(Library Journal, June, 1904. Pages 309–310)

A meeting of the A. L. A. Advisory Committee on Cataloging Rules was held at Atlantic City, March 18–20. There were five members present: Mr. Hanson, Miss Browne, Mr. Currier, Mr. Hopkins, Miss Kroeger. Various points were discussed, in particular the rules for corporate entry. Since the last meeting of the committee, in March, 1903, the A. L. A. Publishing Board, which has the deciding vote, determined upon three disputed rules in regard to capitals, i. e. to capitalize only the first word in names of bodies and institutions, not to capitalize names of noted events and periods, and not to capitalize common nouns in German; also, that the names of departments and bureaus shall not be inverted in government entries. The rules for capitals now printed as Library of Congress Rules in Appendix 1 of the Condensed Rules have been adopted, with a few additions, as A. L. A. Rules. It should be understood that the rule for government entry headings does not necessarily imply that the arrangement of entries must be under the words which come first. The most important word may still be used in arranging entries, as is now the general custom, such word being underlined to assist in filing the cards. The Publishing Board further decided that the rules, when printed, shall be headed "A. L. A. Catalog Rules as revised to date by a committee of the A. L. A. and adopted by the Publishing Board."

Much of the misunderstanding of the rules arises from the fact that the committee have been at work upon a condensed code of rules, whereas the majority of catalogers seem to expect a fuller code, minutely illustrated by typical examples and further supplemented by a digest of decisions on particular cases treated as specific exceptions. Such illustration does not lie within the province of the committee. The supplementary rules issued by the Library of Congress assist catalogers in understanding the printed cards. These may be obtained in the same manner as the printed cards. They are also issued as leaflets, in which form they may be had

for the asking. In course of time they will form the material for a handbook. The tendency of the committee's work, resulting from the criticism of the rules, has been toward the omission of exceptions. A definite rule with few exceptions has been found to be on the whole more satisfactory in the working than a rule with some exceptions, notwithstanding the fact that in cataloging, as in grammar, the exceptions must sometimes outnumber the rules. The catalog is for the public and not for the cataloger. For this reason exceptions to the rules must be made. As the new edition of the A. L. A. Rules will contain a minimum of exceptions, each cataloger must make such as seem best for the usefulness of the catalog, always remembering that reference cards will frequently be found sufficient, but that in disputed cases a duplicate entry, now made practicable by means of the printed cards, will bring out the entry under any heading preferred, care being taken merely to note in an annotated copy of the rules all such special provisions made for the benefit of the unsophisticated users.

In the corporate entry rules—sections 8–36 inclusive of the advance edition—an entire rearrangement will be made, with a view to grouping rules relating to governments, societies, institutions, and other organizations under these or similar distinctive headings, a special effort having been made to limit exceptions in these sections. The tendency has been toward entry under the first word of societies, reducing the present number of rules for entry under place. Some of the exceptions omitted are those in sections 27, 31, and others. In such rules as those governing benevolent, moral, and similar charitable societies, a note has been made stating that librarians may enter such local societies other than those of their own locality under the name of the place.

In disputed points, especially where the requirements of large, scholarly libraries and smaller popular libraries are at variance, the rules have been formulated for the Library of Congress printed cards, with the addition of alternatives for the popular public library. Reference will also be made to other codes where a fuller explanation of a rule may be found when such explanation agrees with the decisions of the committee. An example is the the rule for pseudonyms, which will now be worded to accord with the Library of Congress practice of entry under the real name except in a few specific cases, but an alternative will advise for the popular library entry under the pseudonym when it is better known than the real name, and reference will be made to Cutter's and perhaps to the Eclectic rules for explanation of this difference.

Rules for translators, series, general collections of laws, affiliated societies, newspapers, committees of citizens, commissions, mass meetings, classes of citizens and ecclesiastical councils have been added. Section 74 has been divided into two parts, Notes and Contents, under both of which headings fuller explanations have been made. Brief rules for punctuation, arrangement, abbreviations, are to be added in view of the fact that reference can not be made to Cutter's Rules, 4th edition, for these subjects. Mr. Cutter's death has made it impossible to bring the new edition of his rules into full accord with the decisions of the committee. Terms are to be defined to make the rules clearer.

During the coming summer a careful study of the rules will be made, each member of the committee being assigned definite sections. In the early fall a final meeting will be held, after which the rules will be made ready for the printer. The next edition will be printed as expeditiously as circumstances will permit, and it is hoped that it may appear by the end of the year. While the committee realizes that the rules will be far from perfect, it is hoped they will nevertheless be found to constitute an important step in the preparation of a uniform code for American libraries.

ALICE B. KROEGER,
*Secretary of the committee.*

# APPENDIX I.

## RULES

ON THE

## USE OF CAPITALS IN CATALOG TITLES.

### IN FORCE AT THE LIBRARY OF CONGRESS, JULY 1904.

In citing the rules the order observed by Cutter in his Rules for a dictionary catalog, 1891, §205–206, is closely followed. While Cutter's Rules have in the main been adopted as a basis, the codes of Harvard college and the New York state libraries have been freely drawn upon.

Custom accredited by good authority has generally governed the practice of the Library with respect to foreign titles, modifications being in the direction of uniformity of rule. The latter may occasionally have led to decisions which will at first sight seem radical, but which nevertheless have been found necessary in order that the rules might be applied by a large force working in various special lines with the result of a satisfactory measure of congruity. Instances are: (*a*) common nouns not capitalized in any language; (*b*) names of days and months capitalized in English only; (*c*) titles of honor or distinction, when immediately prefixed to the name of a person or used in direct address, capitalized in English but not in foreign languages.

I. ENGLISH.

In English an initial capital is used—

1. for the first word
   - *a.* of every sentence;
   - *b.* of every title quoted.

     In quoting titles like the Nation, the Times, the word following the article is capitalized, but not the article itself.
   - *c.* of every alternative title.
2. for all proper names[1]
   - *a.* of persons and places.

     When the latter consist of a distinctive name joined to a generic name both are capitalized.
   - *b.* in names of bodies.

     The first word only is here capitalized, not all the chief words, e. g., British museum, Smithsonian institution, Harvard university, Museo nacional. In heading and imprint the article as well as the following word is capitalized, e. g., The Western union telegraph company, the Century company. In the body of the title the article is not capitalized in such cases, but the word following, e. g., the Century co. Names of special government departments, courts, legislative bodies, etc., follow this rule.
   - *c.* Names of noted events and periods are not capitalized.

[1] Scientific names, genera, species, etc., are not capitalized even if the names of the species is formed from a personal name, as quercus gambellii, retinia comstockiana.

I. ENGLISH—Continued.

3. for adjectives and other derivatives from proper names when they have a direct reference to the person, place, etc., from which they are derived.
4. for titles of honor or distinction when immediately prefixed to names of persons in direct address, or when standing instead of the name, as President Lincoln, Earl Spencer, Mr. President, Bishop of Albany. They are not capitalized if affixed to the name, e. g., John Stanley, earl of Derby; John Jewell, bishop of Salisbury; John Hay, secretary of state.

   Epithets are also capitalized when affixed to names of persons. e. g., Alexander the Great, Richard the Lion-hearted; so, also, Henry the Second, etc. In case of English titles consisting of two words, usually hyphenated, both words are capitalized, e. g., Lieutenant-Colonel, Major-General.

II. FOREIGN LANGUAGES.

In foreign languages initial capitals are used—

5. for 1 *a*, 1 *b*, 1 *c*, as in English;
6. for names of persons an places.
   - *a*. Common nouns are not capitalized in Latin and Greek or in any language of continental Europe.
   - *b*. Adjectives derived from names of persons are capitalized in all languages of continental Europe, certain exceptions being reserved, i. e. some adjectives which have acquired a generic meaning, as: homérique (l'âge homérique); lutherisch (lutherische kirche); dantesco (studi danteschi).
   - *c*. Adjectives derived from names of places are not capitalized except in Dutch, and in German the indeclinable adjectives ending in -er, e. g., Berliner, Pariser. Occasional exceptions are such adjectives as either are or may be used alone, as Vaticana ("biblioteca" being either expressed or understood), Palatina, etc. By-names derived from place or other proper names are capitalized, e. g., Gregorius *Turonensis*, Bassano *Montavano*.
   - *d*. Names of days, months, etc., are not capitalized in any of the languages of continental Europe.
7. for names of bodies as in English.
8. Names of events and periods are not capitalized.
9. Titles of honor or distinction are not capitalized even if immediately prefixed to the name or used in direct address, e. g., graf, freiherr, friherre, comte, marchese, vicomte, professor, doctor. On the other hand, personal titles—e. g., Monsieur, Madame, Signor, Señor, Don, Donna, etc.—are always capitalized. Epithets used as affixes to names of persons—e. g., le Grand, der Grosse—are always capitalized.

# APPENDIX II.

## PERIODICALS.

### LIBRARY OF CONGRESS RULE.

Main entry is made under the last form of name.

For current periodicals, of which the entries are usually not printed, the following order is prescribed:

1. Short title, followed by two blank lines; imprint; collation; frequency of publication.

2. Beginning a new card, a bibliographical note to give in chronological order the various titles under which the periodical has been published.

3. Note giving briefly the successive editors.

4. Note giving, where important, changes in place of publication, and publishers.

2, 3, and 4 may be combined if the changes of title, editor, and imprint occur simultaneously.

The form of the notes is to be such that information regarding earlier or later series not at hand may be easily added.

5. Statement on a new card of what is in the Library, introduced by the phrase "Library has:"

6. A separate concise entry for each series bearing a different title, with notes "preceded by," "continued as," or a direct reference to the current name.

7. Added entry under the names of editors, subjects, etc.

When a periodical ceases to be published the information contained on the card specified under 5 is to be transferred to the two blank lines provided for that purpose on card 1, the former card being canceled. On the other hand, if a periodical continues under a new name, the cards containing bibliographical notes and statement of what is in the Library are placed after the new title. Under the old title there remains the usual brief entry, referring for continuation to the new name. In current titles the last date and the statement of the number of volumes are to be written in pencil.

EXAMPLES.

1.

The **Wesleyan-Methodist** magazine . . . being a continuation of the Arminian, or Methodist magazine first pub. by the Rev. John Wesley, A. M.

London [1778–1893]

116 v. in 120. port. 21–22cm. monthly.

Title varies: 1778–97, The Arminian magazine ...
1798–1821, The Methodist magazine ...
1822– , The Wesleyan-Methodist magazine ...

2.

Editors: 1778–91, John Wesley.—1792-1821, George Whitfield, George Story, Joseph Benson and others.—1822–24, Jabez Bunting.—1824–42? Thomas Jackson.—184-?-52, G. Cubitt, W. L. Thornton, W. H. Rule.—1855–75, Editors not ascertained.—1876?-Sept. 1893, Benjamin Gregory.—Oct. 1893– , W. L. Watkinson.

3.

Library has:
v. 1–26; 1778–1803. 26 v.
v. 27–44 (new ser. v. [1]–18) 1804–21. 18 v.
v. 45–67 (3d ser. v. 1–23) 1822–44. 23 v.
v. 68–77 (4th ser. v. 1–10) 1845–54. 10 v. in 14.
v. 78–99 (5th ser. v. 1–22) 1855–76. 22 v.
v. 100–116 (6th ser. v. 1–17) 1877–93. 17 v.

The **Arminian** magazine ... consisting chiefly of extracts and original treatises on universal redemption. v. 1–20; Jan. 1778–Dec. 1797. London, Printed by J. Fry & co. [etc.] [1778]–97.

20 v. port. 21cm. monthly.

Editors: 1778–91, John Wesley.—1793–97, George Story.
Continued as the Methodist magazine, later the Wesleyan-Methodist magazine.

The **Methodist** magazine ... being a continuation of the Arminian magazine, first pub. by the Rev. John Wesley, A. M. ... v. 21–26; v. 27–44 (new ser. v. [1]–18); 1798–[1821] London, Printed for G. Whitfield [etc.] 1798–[1821]

24 v. port. 21–21½cm. monthly.

Editors: 1798–1821, George Story, Joseph Benson and others.
Continued as the Wesleyan-Methodist magazine.

1.

The **American** printer ...

New York, H. Lockwood & co. [etc., 1885–1901]

31 v. in 19. illus., pl. (partly col.) port. 30½–32½cm. monthly.

2.

Title varies: 1885–Jan. 1897, The American bookmaker ...
Mar. 1897–Dec. 1899, The Printer and bookmaker ...
Jan.–Feb. 1900, The American printer & bookmaker.
Mar. 1900– , The American printer ...
Editor: 1897– , J. C. Oswald.

3.

Library has:
v. 1–31; July 1885–Feb. 1901. 31 v. in 19.

The **American** bookmaker, a journal of technical art and information, for publishers, bookbinders, printers, lithographers, blank book manufacturers and all others connected with or interested in bookmaking. v. 1–23; July 1885–Jan. 1897. New York, H. Lockwood & co. [1885–97]

23 v. in 13. illus., col. pl., port. 31½–32½cm. monthly.
Continued as the Printer and bookmaker.

The **Printer** and bookmaker . . . v. 24–28; v. 29, no. 1–4; March 1897–Dec. 1899. New York, H. Lockwood & co. [etc., 1897–99]

5 v. and 4 nos. in 4 v. illus., pl. (partly col.) port. 30½–32cm. monthly.
J. C. Oswald, editor.
Preceded by the American bookmaker.
Continued as the American printer.

## ANNUAL REPORTS.

### LIBRARY OF CONGRESS RULE.

When the title of an annual report begins with an ordinal number, as "First report," "2d report," "3d annual report," etc., leave space (one or two lines after the heading) at the beginning of the title for ultimate insertion of the ordinal numbers, e. g.:

**Boston.** *Public Library.*

annual report
Boston, The Trustees, 1856– etc.

Even if the title reads "Annual report of ..... for 1896" [etc.], leave space at the beginning (the title frequently changes, later reports beginning with an ordinal number). In both cases leave space after "report" for the insertion of the name of the officer, board, etc., issuing the report, and for dates.

Add after imprint and collation "Report year ends March 31," "Report year irregular," etc., as the case may be. When the report year agrees with the calendar year no note is necessary.

State what the Library has in the following form:

Library has:
1st–16th, 1861–76. 16 v. in 2.

When the report covers part of two calendar years, express the double date in form of fraction, e. g.

1st–5th, 1893/4–1897/8. 5 v.

As in the case of periodicals, the above statement is always to begin a new card.

## PUBLICATIONS OF SOCIETIES.

While current proceedings, transactions, etc., of societies and institutions are necessarily treated by rules differing somewhat from those governing entry of periodicals, the bibliographical notes specified above (Periodicals 2–5) may be applied here; so, also, the rule governing the statement of what the Library contains.

Instead of a short entry for publications issued by the society under an earlier name, a general cross-reference is made from this, as well as from any form of the name other than the one adopted as main entry. (*cp.* Periodicals 6.)

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